

## **ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

**Arlington School Committee  
School Committee Meeting  
Thursday, March 3, 2016  
8:15 AM**

*Policies and Procedures Subcommittee*

*Arlington High School  
School Committee Room  
869 Mass Avenue, 6th Floor  
Arlington, MA 02476*

*Open Meeting*

*Status of Review:*

- *Preamble to kindergarten/first grade admissions policy(File JEB)*
- *Status of developing a policy for electronic signatures on warrants*
- *Status of review of Files concerning professional staff contracts and compensation plans as well as staff salary schedules and employment of principals. (Files GCA, GCB, GCBA, and GCBB).*
- *Status of review of File JKAA concerning restraint*
- *Status of review of File BDFA concerning school councils and election dates*
- *Status of review of File IJNDD concerning email distribution list policy to update it.*
- *ACAB-E(2008) – policy concerning sexual harassment. and we have to change or take out the signatory names as they're outdated.*

*ADC and KGC should be eliminated as we have a policy prohibiting smoking on school premises in our file JICG(and didn't we revise it this year to include vapor, e-cigarettes?  
This is not in there)*

*ADDA-E-1 INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD(2005) I flagged this as it is over ten years since last reviewed.*

*EEAA Safe Travel policy walkers and riders(last updated 11/23/04)*

*KEC-R PROCEDURES FOR HANDLING CHALLENGES(has not been updated since 2006)*

*KFD SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS(no date) specific attention to: "A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses will be presented to the Superintendent and the School Committee by December 31 of each school year." we need to make sure that the School*

*Committee is getting this report by 12/31 of every year. I don't remember ever getting a detailed analysis except when we were changing our rental rates.*

*KHBA signage/advertising at school sporting events (last updated in 2005) needs to be reviewed to make sure it is updated with our current needs/practice*

*KI Visitors to the Schools - should be updated with current practice with a statement about wearing a sticker whenever a visitor checks in and walks in to the school*

*LBC and LBC-R Relations with Home Schools (last updated in 2008)*

- *Review other policies per legal counsel*

*Approve draft minutes from 2/1/2016*

*New Business*

*Date for next meeting*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Judson Pierce, Chair*



## Town of Arlington, Massachusetts

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### Summary:

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### ATTACHMENTS:

Type	File Name	Description
❑ Policy	policy.pdf	Policies for Review

## **ENTRANCE AGE**

The School Committee has the authority, within the limits of the law and State Board of Education regulation, to set the entrance ages for children admitted to kindergarten and grade one. In order to be admitted to kindergarten in the public schools, a child must attain the age of five by August 31 of the year in which he/she will enter. To enter grade one, a child must be six years old by August 31.

**CROSS REFS:**            JEA, Compulsory Attendance Dates  
                              JF, School Admissions

**Revised:**              **September 27, 2005**

## **PROFESSIONAL STAFF POSITIONS**

All professional staff positions in the school system will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions. The Superintendent will present job description changes to the School Committee annually.

Revised:      March 8, 2005

## **PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS**

The School Committee determines the compensation to be paid professional employees in the following ways:

1. Bargaining groups selected by staff as listed below negotiate with the School Committee for the salaries and benefits given their members. All certified personnel except principals, central office administrators and substitutes are represented by these groups.
  - ◆ Arlington Education Association: Bargaining group for teachers and other professionals,
  - ◆ Arlington Administrators Association: Bargaining group for administrators other than principals and central office administrators.
2. Principals and central office administrators are compensated at rates set by the Committee after the Superintendent has made his or her recommendations.

### Individual Contracts

Teachers and supervisory personnel referenced in Paragraph 1 above shall serve under one-year contracts for each of the first three years of employment. Each professional staff member referenced in Paragraph 2 above shall be issued an individual contact with the School Committee. The term of the contact between the Committee and each central office administrator may be from one to six years, at the discretion of the Committee, upon the recommendation of the Superintendent. The term of the contract between the Committee and principals shall be a negotiated between the Superintendent and the principal.

The term of each individual employment contract shall begin July 1, although personnel who work September-June shall start work on the assigned day at the beginning of the school year.

All changes in the terms of individual contracts for professional staff members referenced in Paragraph 2 above will be put into explicit written amendments to the contract reviewed by the Committee's legal counsel and signed by both parties.

LEGAL REFS.: M.G.L. 71:38; 71:40; 71:41; 71:43

CROSS REFS.:      GCB subcodes (all relate to compensation and benefits for professional staff)  
                        GCE, Part-Time and Substitute Professional Staff Employment  
                        GCG, Professional Staff Probation and Tenure HG,  
                        Method of Determining Professional Staff Negotiating Organizations

CONTRACT REFS.: AEA Unit A and AAA, I and VI-B-1, B-5 and B-6

Revised:      **September 27, 2005**

## **PROFESSIONAL STAFF SALARY SCHEDULES**

### Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

### Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for merit increases.

### Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

LEGAL REFS.: M.G.L. 71:40; 71:43

CONTRACT REF.: Teachers' Agreement

## **EMPLOYMENT OF PRINCIPALS**

Principals shall be employed by the Arlington Public Schools under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the formal presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Contracts issued to Principals will be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually before July 1 must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

**Revised and approved by School Committee January 22, 2008**

## PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Arlington Public School District. Further, students of the district are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind.

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46:02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

**Mechanical restraint** – the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

**Seclusion restraint** – Physically confining a student alone in a room or limited space without access to school staff. The use of “Time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.

**Chemical restraint** – the administration of medication for the purpose of restraint.

The Superintendent will develop and provide to parents/guardians on request written procedures identifying:

- ◆ Appropriate responses to student behavior, that may require immediate intervention;
- ◆ Methods of preventing student violence, self injurious behavior, and suicide;
- ◆ Descriptions and explanations of the school’s method of physical restraint;
- ◆ Descriptions of the school’s training and reporting requirements;
- ◆ Procedures for receiving and investigating complaints.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the department of education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm. Whenever physical restraint is administered school personnel will contact parent(s)/guardian(s) as soon as possible, or as soon as the incident is resolved, or upon deeming the situation clinically safe.

In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats **that do not constitute a threat of imminent, serious physical harm to the student or others.**

A member of the School Committee or any teacher or any employees or agent of the school committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee, shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

Legal Ref:    603CMR 46.00  
                  M.G.L. 71:37G

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Approved by School Committee, January 26, 2012

## SCHOOL COUNCILS

This policy is designed to insure the consistent implementation throughout the Arlington Public Schools of provisions of Massachusetts General Law 71:59C which requires the establishment of School Councils in each of the public schools in the Commonwealth of Massachusetts. The Superintendent and the Principals shall be responsible for familiarizing themselves and ensuring full compliance with MGL 71:59C.

At each school there shall be a School Council composed in accordance with MGL 71:59C, and elected as required therein. The School Committee encourages schools to hold School Council elections prior to the end of each school year in June. School Councils should be broadly representative of the racial and ethnic diversity of the school building and community. School Councils are considered municipal agencies and their members are considered municipal employees for purposes of the conflict of interest law. (MGL 268A)

The school Principal shall co-chair the council, and will be responsible for convening the first meeting no later than forty days after the first day of school, at which meeting a co-chairman shall be selected.

The School Council shall meet regularly during the school year. Meetings of the School Council shall be subject to the provisions of MGL 39:23A through C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, on the official Town bulletin board outside the Town Clerk's office, and that minutes of the meeting shall be maintained as required. Each council is encouraged to set its calendar of regular meetings for the year at its first meeting of the school year, and to post these meetings on the District website and/or their own school website in addition to the posting required by Massachusetts law. Where circumstances warrant, the council may choose to call additional meetings. The scope of the school council does not require, and therefore does not qualify for, executive session.

The School Council shall assist in the identification of the educational needs of the students attending the school, shall assist in the review of the annual school budget and in the formulation of a school improvement plan.

The School Council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law.

At least once per year, the School Committee shall facilitate the provision of training for all interested School Council members, said training to be provided by the Massachusetts Association of School Committees or a comparable training provider.

LEGAL REFS.: M.G.L. 39:23A-C; 71:59C; 268A

**Approved by Arlington School Committee, January 12, 2012**

## **E-Mail Distribution List Policy**

The Arlington Public School District fulfills its technology mission in part by offering distribution lists and by providing this service to promote educational excellence, and by facilitating resource sharing, innovation, and communication. Distribution lists enable an individual to send to multiple e-mail accounts in a single message. E-mail content sent via distribution lists must have a direct connection to the educational mission of individual schools or, the district in general, and should be in the form of announcements or requests for participation in school-related activities. Distribution list content should not be related to personnel issues or to the management of the school or district.

### **Access to Distribution Lists**

Access to distribution lists will be limited to faculty and staff of the Arlington Public Schools and to members of the community who have children officially enrolled in the district.

Postings to distribution lists will be limited to distribution list members. Additional restrictions to distribution lists may be implemented at the discretion of the Director of Technology.

Access will be disallowed upon termination of employment or the unenrollment of the student. Distribution lists privileges will also be subject to termination without prior notice upon violation of this policy.

### **Unacceptable Use**

The use of e-mail distribution lists is provided to facilitate education. Inappropriate use will result in cancellation of privileges. Users should not expect privacy in the use of distribution lists and should further understand that communications sent through the district's e-mail system are part of the public record. Routine maintenance and monitoring of the network may lead to discovery that a distribution list member has violated this policy, or the law. The Superintendent of Schools, Assistant Superintendent of Curriculum, Director of Technology, or designee shall have the right to access e-mail and e-mail lists without prior notice.

#### ***It is unacceptable to use the e-mail distribution list:***

- (1) in furtherance of any illegal act, including violations of any state or federal criminal or civil laws or regulations;
- (2) to access, display, or share sexually explicit, obscene, or otherwise inappropriate materials, messages, or images;

- (3) to send or display threatening or harassing messages, materials, or images, including, but not limited to, message, materials, or images of a sexual nature, racial, ethnic, sexual, religious, or gender-based slurs, or messages or images that offensively address someone's age, sex, sexual orientation, religion, race, ethnicity, national origin, disability, or political beliefs;
- (4) to access, display, or disseminate material that advocates violence or discrimination towards other people (hate literature);
- (5) for any personal or commercial purpose, including but not limited to, the offering, providing, leasing, or purchasing of products or services;
- (6) to gain, or attempt to gain, unauthorized access to the district network or to any other computer system through the network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files;
- (7) to intercept or attempt to intercept communications intended for other persons;
- (8) for any political purpose;
- (9) to libel or otherwise defame any person;
- (10) to violate any copyright laws or to infringe on any intellectual property rights;
- (11) to distribute chain letters;
- (12) to develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network;
- (13) to establish unauthorized connections which create routing patterns that are inconsistent with the effective and shared use of the district's network;
- (14) for any use that causes interference with or disruption of the district's network;
- (15) for any use that causes interference with or the disruption of the district's network's users or resources.

**Adopted by Arlington School Committee:      October 14, 2003**

## **POLICY ON SEXUAL HARASSMENT**

1. It is illegal and against Town policy for any worker, male or female, to harass another worker by: making unwelcome sexual advances or favors or other verbal or physical conduct of a sexual nature a condition of any worker's employment; using a worker's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive working environment by such conduct.
2. The creation of an intimidating, hostile, or offensive working environment may include but it is not limited to such actions as persistent comments on a worker's sexual preferences, the display of obscene or sexually oriented photographs or drawings, or the telling of sexual jokes. Conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. The Town will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
3. The Town will not condone any sexual harassment of its employees. All workers, including supervisors and managers, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.
4. The Town will not condone sexual harassment of its employees by non-employees, and instances of such harassment should be reported as indicated below for harassment by employees.
5. Employees who feel victimized by sexual harassment should report the harassment to their supervisor immediately. If the worker's immediate supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's superior .
6. Appointing Authorities, Department Heads and Supervisors who receive a sexual harassment complaint should carefully investigate the matter, questioning all employees who may have knowledge of either the incident in question or similar problems. The complaint, the investigative steps and findings, and disciplinary actions (if any) should be documented as thoroughly as possible.
7. Any employee who makes a complaint, or who cooperates in any way in the investigation of same, will not be subjected to any retaliation or discipline of any kind. Employees who are dissatisfied with the investigating superior's resolution of a sexual harassment complaint may file a complaint with the Affirmative Action Officer, who will investigate in the manner indicated in #6 above. The Affirmative Action Officer will recommend, to

the appropriate appointing authority, actions (if any) to be taken as a result of investigative findings. The Affirmative Action Officer is located at Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476 (781) 316-3121.

8. Employees who feel victimized by sexual harassment may also wish to take advantage of any assistance offered by their employee organizations (if any). The Massachusetts Commission Against Discrimination and Equal Employment Opportunity Commission are also available to provide assistance. They are located at:

Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place  
Boston, MA 02108 (617) 727-3990

Equal Employment Opportunity Commission (EEOC)  
1 Congress Street 10th floor Rm #1001  
Boston, MA 02114 (617) 565-3200

Date	Clarissa Rowe, Chair Board of Selectmen
Date	Brian Sullivan Town Manager
Date	Stephen Gilligan Treasurer
Date	Robert Greeley Chair Board of Assessors
Date	Corinne Rainville Town Clerk
Date	Kathleen Bodie, Interim School Superintendent

Updated 9/3/2008

File: ADC

## **SMOKING ON SCHOOL PREMISES**

Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code and shall receive education on the hazards of smoking.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the district policy and requirements of state law.

LEGAL REF.: M.G.L. 71:37H  
Revised: March 9, 2004

File: ADC

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LEGAL REF.: M.G.L. 71:37H

Revised: March 9, 2004

**SMOKING ON SCHOOL PREMISES AT PUBLIC FUNCTIONS  
NO SMOKING POLICY**

The use of tobacco products is prohibited from Arlington Public School buildings and grounds, in school vehicles and at all school sponsored activities. This prohibition extends to employees, students and visitors.

## ARLINGTON HIGH SCHOOL POLICY ON TOBACCO

Arlington High School is committed to having a smoke and tobacco free environment for all members of the school community. Therefore tobacco use is not allowed at any time at Arlington High School. This includes all school property, transportation vehicles used in athletic events, proms, clubs, performances, field trips, etc. Snuff, chewing and smokeless tobacco are treated the same as all other tobacco products for the purposes of this rule. Students should be aware that the penalties for violation of this tobacco rule, as they affect athletic participation as mandated by the Massachusetts Interscholastic Athletic Association, may be lengthier than penalties imposed by the school. Violations will result in the following consequences:

### 1<sup>st</sup> Offense

- Parent Notification
- Tobacco Education classes (four classes, once per week-within a five week span)
- If Tobacco Education classes are not completed in a given five week period, three days of late suspension will be substituted
- Notification to sports and activity directors

### 2<sup>nd</sup> Offense

- Parent Notification
- Tobacco Education classes (four classes, once per week-within a five week span and one day of late suspension)
- If Tobacco Education classes are not completed in a given five week period, four days of late suspension will be substituted.
- Notification to sports and activity directors

### 3<sup>rd</sup> Offense

- Parent Notification
- Tobacco Education classes (four classes, once per week-within a five week span and two days of late suspension)
- If Tobacco Education classes are not completed in a given five week period, five days of late suspension will be substituted.
- Notification to sports and activity directors

When the opportunity to attend the Smoking Education Program is not available suspensions will be enforced.

## **INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD**

If you have undergone a background check by an agency that has received a criminal record from the CHSB, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Criminal History Systems Board, 220 Arlington Street, Suite 2200, Chelsea, MA 02150 by calling (617) 660-4640 or go to [www.mass.gov/chsb/cori/cori\\_forms.htm#pers](http://www.mass.gov/chsb/cori/cori_forms.htm#pers).

The CHSB charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the CHSB waive the fee.

Upon receipt, review the record. If you need assistance in interpreting the entries of dispositions, please review the disposition code and "how to read a BOP" on the CHSB's website [www.mass.gov/chsb/cori/cori\\_bop.html](http://www.mass.gov/chsb/cori/cori_bop.html). The CHSB does not offer "walk-in" service but you may call our Legal division at (617) 660-4760 for assistance or the CARI Unit of the office of the Commissioner of Probation at (617) 727-5300.

If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation CARI Unit at (617) 727-5300 for assistance, or you may go to the Probation Department at the court where the charges were brought and request that the case(s) be updated.

If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Office in court where the charges were brought. For a listing of courthouses and telephone numbers please see [www.mass.gov.chsb/cori/cori\\_codes\\_court.html](http://www.mass.gov.chsb/cori/cori_codes_court.html).

In some situations of identity theft, you may need to contact the CHSB to arrange to have a fingerprint analysis conducted.

If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.

If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact CORI Unit for assistance at (617) 660-4640.

**Revised:      November 22, 2005**

## **SAFE TRAVEL POLICY WALKERS AND RIDERS**

The School Committee promotes safe traveling routes for all its public school students, deploying traffic supervisors, as needed, at certain streets/intersection, and/or by providing bus service.

When there is a compelling concern for the safety of children traveling to and from school, the Building Principal shall contact the Safety Officer; an advisory committee of parents and staff may be organized (if appropriate) to address any safety issue(s). All recommendations will be made to the Superintendent.

If appropriate, the Superintendent, with input from the Community Safety Department, will then formulate a plan for consideration and possible vote of the School Committee.

As designated by the School Committee students in grades K through 6 are eligible for transportation to and from school if they live more than two (2) miles from their assigned school.

A student who meets any of the following criteria shall qualify for transportation used in traveling between school and home:

1. Special needs students whose disabilities necessitate transportation between school and home and who are not transported in school department vehicles.
2. The School system will extend the same transportation privilege to private school students who reside and attend school within the town of Arlington and who qualify under the criteria set forth above. Exception to the above provisions is made under terms of the School Committee's policy on open enrollment. (See policy JECC)

It is the intent of this policy that all Arlington Public School children will have safe access to their schools and that parents and staff will have input into planning consistent with system-wide practices.

LEGAL REFS.: MGL. 71:7A, 7IB;5

**Revised:** **November 23, 2004**

## PROCEDURES FOR HANDLING CHALLENGES

The suitability of materials may be questioned by any parent/guardian, student or citizen of the Town. A Request for Reconsideration of Materials form is available from the School Library/Media Specialist for formal consideration of objections. This form must be completed and presented to the Library/Media Specialist who will forward copies to the Principal, to the Director of Library/Media Services, and to the Assistant Superintendent for Curriculum and Instruction. The material under consideration will, then be reviewed by a committee composed of the following:

Assistant Superintendent for Curriculum and Instruction  
Chair  
Director of Library/Media Services  
Principal  
Library/Media Specialist  
Teacher  
Citizen appointed by the Assistant Superintendent for Curriculum and Instruction  
Additional member (s) appointed at the discretion of the Chair.

The Assistant Superintendent will convene the Review Committee upon receipt of the written Request for Reconsideration of Materials. The complainant will have the opportunity to meet with the Review Committee and to present opinions and evidence. The library/media specialist, the Director and any other persons involved in the selection or use of the questioned material will have the same opportunity. The Review Committee will use its best efforts to arrive at a decision as rapidly as possible and will report its decision, including minority reports, if any, to the Superintendent. If the complainant is not satisfied with the decision of the Review Committee, he/she may ask for School Committee consideration of the matter.

The library/media center staff will have no obligation to remove material from use during the review process.

The review of questioned material will be treated objectively and as an important matter.

### Instruction to Review Committee

Read the documents listed in the Materials Selection Policy (see Cross Referenced in KEC). Base your decisions on these broad principles rather than on defense of individual material.

Remember freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other, and the opinions based on the material as a whole.

Your decision will be presented to the Superintendent who will forward it to the School Committee. A copy of the decision will be sent to the complainant.

**Revised: March 28, 2006**

*Arlington Public Schools*

Policy: KHBA

## DISPLAY OF SIGNAGE AND ADVERTISING AT SCHOOL SPORTING EVENTS

The Superintendent of Schools may permit sports teams to display sign advertising at sporting events, e.g., hanging banners on behalf of merchants that sponsor or support the teams at outdoor and indoor sporting activities. Such advertising must comply with town bylaws. Revenue from advertising of this nature is to be used in accordance with the School Department Budget approved each year by the School Committee. The Superintendent will establish a revolving fund in accordance with the requirements of state law.

The Arlington School Committee believes that sports teams and other school based activities play an important role in projecting a positive image of the Arlington Public Schools and the community as a whole.

In order to ensure a positive and consistent representation of the school system to the community, it is incumbent upon the school administration to communicate to staff the expectation that

- 1) Any and all advertising in connection with school sporting events will be consistent with a standard of good taste; and
- 2) Staff members will exercise good judgment and use their best efforts to insure that advertising meets these criteria.

The Superintendent may adopt appropriate procedures to carry out the intent of this policy.

**Adopted: February 8, 2005**

## **VISITORS TO THE SCHOOLS**

No persons except parents or guardians of children; those appointed for the purpose by the Committee; or those officially connected with the schools shall be allowed in the schools, unless permission is given by the Superintendent or his/her designee. A log shall be maintained in each school office to record the name, who visiting, purpose of visit, and time.

Parent/guardians should call the Principal to make a conveniently prearranged appointment with the teacher, for those who may wish to visit the school or classroom.

The purpose of this policy is to rely on the judgement of the Principal in determining the appropriateness of such parent/guardian visitation. The decision of the Principal is final.

## **RELATIONS WITH HOME SCHOOLS**

Several procedures that must be followed prior to the Superintendent approving a home study plan.

1. All of the requirements recommended by the Massachusetts Department of Education must be met.
2. Parent or guardian must provide information indicating his/ her competency to teach.
3. Approval of the program must be obtained in advance prior to the removal of the children from school and to the commencement of the home schooling program.
4. Parent or guardian must be provided, by the Superintendent or the School Committee with an opportunity to explain this proposed plan and present witnesses on their behalf.
5. Parents must demonstrate that the home school proposal fulfills the requirements of M.G.L. 71:1, in that the instruction will equal in thoroughness and efficiency and in the progress made therein of that in the school district.
6. Parent or guardian must provide a curriculum outline indicating the length of the proposed home school year, a list of subjects to be taught and the hours of instruction in each subject.
7. The Superintendent or School Committee must have access to the textbooks, workbooks and other instructional aids to be used by the children and to the lesson plans and teaching manuals to be used by the parent/guardians. The Superintendent or School Committee will not use this access to dictate the manner in which the subjects will be taught.
8. Periodic standardized testing of the children will be required in order to ensure educational progress and attainment of minimum standards. Other means of evaluating the progress of the children may be substituted for the formal testing process.
9. If the student is to continue in the program for more than one school year, the study plan must be approved annually.
10. All requirements of the Department of Public Health regarding immunization have been completed.

Parents have the right to a hearing before the school authorities to allow them an opportunity to explain their plan and answer questions about it. They may be represented by counsel and will be provided reasonable notice of the time and place of such a hearing.

If a plan is approved, there will be a periodic evaluation and monitoring of the child's progress under guidelines and standards set by the School Committee to assess whether adequate educational progress has been made.

LEGAL REFS.:      M.G.L. 71 :1; 71 :2; 71 :3; 71 :4; 76:1; 76:2; 76:3; 119  
                      603 Code Mass. Regulations Section 27.01 (1980)  
                      S.J.C. Care and Protection of Charles, 399 Mass. 324 (1987)

## **RELATIONS WITH HOME SCHOOLS**

1. Requirements for approval of home instruction will include:
  - a. The parent or legal guardian must request permission to hold home instruction on an annual basis.
  - b. A home instruction application form will be provided to the parents or legal guardian. This form must be completed and returned to the Superintendent before approval may be granted.
  - c. The Committee delegates the approval of home instruction to the Superintendent. Any approval or rejection of an application by the Superintendent is subject to review by the Committee.
2. Children in home instruction may, at the discretion of parents or guardian, attend the public schools on a part-time basis. It may be an advantage for a home-taught child to attend specialized classes in the public school.
3. Parents or a legal guardian in charge of home instruction should make provision for regular testing or use of other indicators of student progress such as standardized achievement tests. As an alternative to home testing and at the request of those in charge of the home instruction, the school district will make provision for inclusion of home-taught children in the annual achievement test battery which is usually administered in February or March of each school year. The home instruction summary form must include either a summary of home testing results for each required subject for each child or the results of the achievement test that is administered through the school district.
4. Auditing functions of the Committee for the home instruction will include:
  - a. The Committee at any time request a review by the Superintendent of the attendance rolls, records of test scores or other achievement indicators in each required subject for any child in home instruction.
  - b. The Committee may request at any time that the Superintendent review the instructional materials and methods used by the person(s) responsible for the home instruction.
  - c. On or before November 30<sup>th</sup> of each year, the Superintendent will prepare for the Committee a summary of the children included in home instruction. This report will also summarize, in general, the appropriateness or possible deficiencies of home education situations.

5. Within one week of the ending date of the home instruction, as indicated on the home instruction application form, the school district will mail the parents or legal guardian a home instruction summary form. The completed form should be returned to the school district within 30 days. This summary form must be returned to the school district office before annual approval of home instruction can be made for any succeeding years.
6. The Committee will act in a responsible, cooperative manner to ensure that all children in the school district receive competent, adequate instruction. This concern includes children in home education. If the Committee determines that a home instruction situation is inadequate, a conference between the parents or legal guardian and the Superintendent will be scheduled to find mutually acceptable ways to correct any deficiency.
7. If deficiencies in a home education situation are not corrected or the proper annual application or summary is not completed by the parents or legal guardian, an appropriate referral will be made.

Updated and approved January 8, 2008 by Arlington School Committee



## Town of Arlington, Massachusetts

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**Approve draft minutes from 2/1/2016**

**ATTACHMENTS:**

Type	File Name	Description
Minutes	02_01_2016_P_P_draft_minutes.pdf	02 01 2016 draft minutes

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room— February 1, 2016 –5:00 p.m.

Draft Minutes

In Attendance:

Subcommittee Members:	Judson L. Pierce-Chair
	Jennifer Susse
	Kirsi Allison-Ampe
School Committee Member:	William Hayner
Administration:	Kathleen Bodie-Superintendent, Robert Spiegel-Director of Human Resources

The meeting was called to order at 5:03 p.m. A motion to approve the Draft minutes from the January 11, 2016 Policies and Procedures meeting was made by Dr. Susse, seconded by Mr. Pierce. The motion passed unanimously 2-0.

There was no public participation.

The subcommittee discussed school committee regular meeting times/dates. Dr. Susse suggested having the meetings on another date because there are conflicts with school events and school committee meetings, particularly in the autumn. The recent history of why the school committee meetings moved from Tuesdays at 7:30 to Thursdays at 6:30 was given. Namely it was about adjourning now usually by 10pm on a weekday night and not 11pm or later as it was in the past and that if the meetings did go later than members would only have to be over tired for Friday rather than carrying it around the whole week. Dr. Bodie indicated that she has had conversations with Dr. Janger and Mr. Ruggere about scheduling AHS and OMS school events around school committee meetings ahead of time and they indicated that they would do so. The subcommittee made no motion and took no action on this issue.

The subcommittee then discussed electronic signatures for the warrant. Further review needs to be made regarding whether or not we can develop a policy for electronic signatures on warrants. Mr. Pierce will be consulting with Town Counsel and reporting back. Apparently the town of North Reading has such a policy.

The Subcommittee then discussed recommending a preamble to the policy on kindergarten and

first grade age for admission(File JEB). Mr. Pierce will draft one for the next meeting explaining why the school district has a strict September 1<sup>st</sup> cut-off date. That it is not arbitrary and capricious. It comes from many considered opinions and much research over education outcome, social/emotional wellbeing and what is best for most children.

The subcommittee discussed consolidating the policies concerning professional staff contracts and compensation plans as well as staff salary schedules and employment of principals. (Files GCA, GCB, GCBA, and GCBB). These were last reviewed on or about January 22, 2008. It was noted that changes in compensation to staff has to be approved by the School Committee. The question before the subcommittee is whether or not we want to amend the policy to make it stronger or to relax the requirement in certain instances. Dr. Susse stated that the School Committee has a fiduciary responsibility but that she does not want to micro manage. Dr. Bodie indicated that these Files were crafted by the Massachusetts Association of School Committees, but questioned whether these policies work best for Arlington. It was also noted that we could merge them into one policy rather than having four separate on the similar topic. More research and thinking needs to be done on this.

The subcommittee also addressed File JKAA concerning restraint. Attorney Rebecca Bryant suggested revisions. Is there a DESE policy on this? The subcommittee wants to be sure about the complaint process before recommending the revised policy to the full School Committee. Specifically what is our complaint process and we should reference it in the revised policy. Mr. Spiegel and Dr. Bodie will consult with Director of Special Education Alison Elmer and get back to the Subcommittee on this.

The subcommittee discussed File BDFA concerning school councils, specifically terms of School Councils. An October 1<sup>st</sup> to September 30<sup>th</sup> cycle would be a big help according to Dr. Bodie specifically this would help in order to keep members on the Council for approval of the School Improvement Plans. Dr. Bodie noted that we should edit it and make it say "annually" because elections before June are difficult.

The subcommittee discussed File IJNDD and the need to update it to reflect social media. The file has not been reviewed since 2003 and there have been many changes to the internet landscape since then. Dr. Bodie will be emailing Attorney Rebecca Bryant on this and requesting her review and recommendations and then presenting them to the subcommittee.

The next meeting to further conduct the business of the 2015-2016 SC year will be on February 22, 2016 at 8:15 a.m.. Motion to adjourn by Dr. Susse, seconded by Mr. Pierce, passed unanimously at 6:20 p.m.